

U.S. Department of Justice  
United States Marshals Service

**NOTICE AND ACKNOWLEDGMENT OF RECEIPT OF SUMMONS AND COMPLAINT BY MAIL**

Bell

United States District Court

Western

for the  
District of

Michigan

TO: ☐ Grand Rapids Public Library  
111 Library St. NE  
Grand Rapids, MI 49503

Civil Action, File Number 1:06-CV-635  
Donald Williams

v.

☐ Grand Rapids Public Library

The enclosed summons and complaint are served pursuant to the Federal Rules of Civil Procedure.

You **MUST COMPLETE** the acknowledgment part of this form below, **AND RETURN COPIES 1 AND 2** to the sender within \_\_\_\_\_ days. An envelope has been enclosed for this purpose. Keep copy 3 for your records.

YOU MUST SIGN AND DATE THE ACKNOWLEDGMENT ON ALL COPIES. If you are served on behalf of a corporation, unincorporated association (including a partnership), or other entity, you must indicate under your signature your relationship to that entity. If you are served on behalf of another person and you are authorized to receive process, you must indicate under your signature your authority.

If you do not complete and return copies 1 and 2 of this form to the sender within 20 days, you (or the party on whose behalf you are being served) may be required to pay any expenses incurred in serving a summons and complaint in any other manner permitted by law.

If you do complete and return copies 1 and 2 of this form, you (or the party on whose behalf you are being served) must answer the complaint within 20 days of the date those documents were ~~sent~~ Served. If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint.

I declare, under penalty of perjury, that this Notice and Acknowledgment of Receipt of Summons and Complaint By Mail was mailed on this date.

Date of Signature

9/21/06

Signature (USMS Official)

*[Signature]*

COPY FOR YOUR INFORMATION

**ACKNOWLEDGMENT OF RECEIPT OF SUMMONS AND COMPLAINT**

I declare, under penalty of perjury, that I received a copy of the summons and of the complaint in the above captioned manner at

300 Monroe N.W., Suite 620  
Street Number and Street Name or P.O. Box No.

Grand Rapids, MI 49503  
City, State and Zip Code

D. G. Ophoff  
Signature

Attorney for Grand Rapids Public Lib  
Relationship to Entity/Authority to Receive

9/22/06  
Service of Process

10/10/06  
Date of Signature

Form USM-299  
(Rev. 6-95)

**SUMMONS IN A CIVIL ACTION****1. UNITED STATES DISTRICT COURT FOR THE WESTERN DISTRICT OF MICHIGAN****DONALD WILLIAMS**

DOCKET NO: 1:06-cv-00635-RHB-JGS

v.

TO:

**GRAND RAPIDS PUBLIC LIBRARY**YOU ARE HEREBY SUMMONED and required to file  
with the Clerk of this Court and serve upon:

PLAINTIFFS ATTORNEY

Donald Williams  
44 1/2 S Division St., SE Apt. 37  
Grand Rapids, MI 49503an answer to the complaint which is herewith served  
upon you, within 20 days after service of this  
summons upon you, exclusive of the day of service. If  
you fail to do so, judgment by default will be taken  
against you for the relief demanded in the complaint.

RONALD C. WESTON, SR., CLERK

BY:

(Deputy Clerk)

DATED:

September 12, 2006

(SEAL)

☒ 399 Federal Building  
110 Michigan St., N.W.  
Grand Rapids, MI 49503☐ P.O. Box 698  
228 Federal Building  
Marquette, MI 49856☐ B-35 Federal Building  
410 W. Michigan Ave.  
Kalamazoo, MI 49007☐ 113 Federal Building  
315 W. Allegan  
Lansing, MI 48933**2.****RETURN OF SERVICE**

Service of the Summons and Complaint was made by me:\*\*\*

DATE:

Name of Server (print):

Title:

CHECK ONE BOX BELOW TO INDICATE APPROPRIATE METHOD OF SERVICE

☐ Served personally upon the defendant. Place where served:☐ Left copies thereof at the defendant's dwelling house or usual place of abode with a person of suitable age and discretion  
then residing therein. Name of person with whom the summons and complaint were left:☐ Returned unexecuted:☐ Other (specify):**3.****STATEMENT OF SERVICE FEES**

TRAVEL

\$

SERVICES

\$

TOTAL

\$

**DECLARATION OF SERVER**I declare under penalty of perjury under the laws of the United States of America that the foregoing information contained in the  
Return of Service and Statement of Service Fees is true and correct.

Executed on

Date

Signature of Server

Address of Server

\*\*\*as to who may serve a summons - see Rule 4 of the Federal Rules of Civil Procedure